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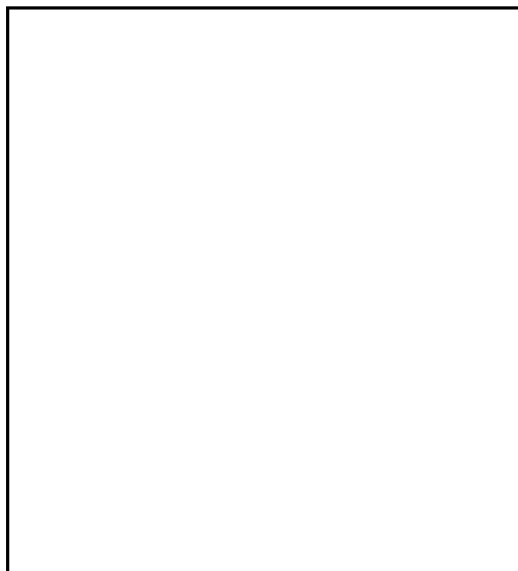
25 March 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of Planning Group Meeting
1 March 1960

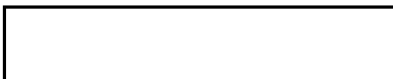
PRESENT

COMPONENT



O-DD/P
O-DD/P
O-DD/P
Cable Secretariat
Cable Secretariat
OCI
OCI
OCR
OCR
ORR
MGT/S
OC
OL
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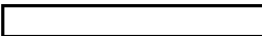
SPECIAL PARTICIPANTS (part of meeting only)



Mgt. Staff
f. K Bldg. Printing Plant

1. The Chairman distributed a set of comments he had prepared on the background papers sent to members 19 February. He then asked for discussion on the topic covered by each background paper.

2. Reproduction of CE Reports

 who conducted the recent management study on the reproduction of  reports, and  chief of the K Bldg. plant where these reports are reproduced and distributed, were present to discuss this topic and answer questions about it.

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25X1 [] pointed out the principal improvements resulting from the survey of the K Bldg. plant and noted that, since this was a procedural study only, its maximum benefits have probably already been realized--or soon will be when new equipment that was recommended is installed. A final report of the management study will be prepared after the new equipment is in operation, perhaps two months hence. Already, however, the plant is processing reports in a "mean" time of 15 working hours and has a system for processing priority reports in as little as one hour. Mr. Reber said the Planning Group would like to see a copy of the final management report.

25X1 [] was asked whether [] reports
25X1 will be processed at [] after we move to the new building at Langley. She said "no." The direct distribution pattern for these reports and the requirement for speed in their processing dictates the need for a special plant close to originating components to handle the work; space for this purpose has been provided in the new building and designed in accordance with the management study.

25X1 (d) A discussion then followed concerning trends in the volume of [] reports handled by the K Bldg. plant which now processes about 6,000 mats (pages) per month, down 10% from the volume of four months ago. Mr. Reber asked whether the Cable Secretariat will continue to reproduce [] reports if their number increases sharply or will shift this load to the K Bldg. plant. [] offered the opinion that DD/P will ultimately have a data processing center that can do some multiple copy work and will affect this picture.

25X1 (e) Mr. Reber inquired whether the K Bldg. plant could handle reports any faster if the volume decreases. []
25X1 thought not, at least not appreciably.

25X1 (f) [] asked about plans for electrical dissemination of reports to other agencies. [] replied that the system DD/I is planning is intended primarily for finished intelligence. [] added that such a system won't help much if multiple hard copies are needed; each report must now be prepared in 85-110 copies.

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25X1 [] asked why Management had not recommended a longer work day for the K Bldg. plant (it operates on a normal 8 hour a day, 5 day a week schedule). [] replied that she had been given no specific time requirement as a target and felt that 15 "mean" hours processing time is pretty good when compared with the total time required to move a report from originator to customer. For instance, a mean time of 3 1/2 working hours is spent just in transporting mats from DD/P divisions to the K Bldg. plant. Thus, unless someone else calls the signal, [] would shift attention to other delays in the processing pipeline before recommending a double shift for the reproduction plant. 25X1

(h) In summing up the presentation, [] echoed this last statement by saying that the time required in the K Bldg. plant to reproduce and distribute reports has now been cut about as low as it can be unless the plant work-week is increased beyond 40 hours. He expressed the view that persons interested in speeding up the reporting system can now concentrate their efforts more profitably on other areas. 25X1

3. Logging of Classified Reports

(a) Mr. Reber suggested the Planning Group not concern itself with the problem of logging which is already under intensive study by the Central Reference Advisory Group (CRAG). However, he did ask why a single "logging" system can't be adopted for all classified materials below TOP SECRET. [] replied that techniques vary so widely throughout the Agency that a uniform system may be hard to sell. 25X1

25X1 (b) [] agreed that the Planning Group need only keep informed of important decisions made elsewhere in the Agency about logging and has no reason to try to participate in such decisions.

4. Dissemination and Reading Panels

There was no discussion of this topic beyond the comments distributed by the Chairman which expressed the view that this problem is not within the province of the Planning Group.

5. Coding of Information Reports

Time permitted only a partial consideration of this topic. Discussion centered around the reasons why [] reports are no longer 25X1

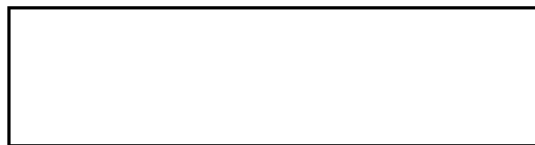
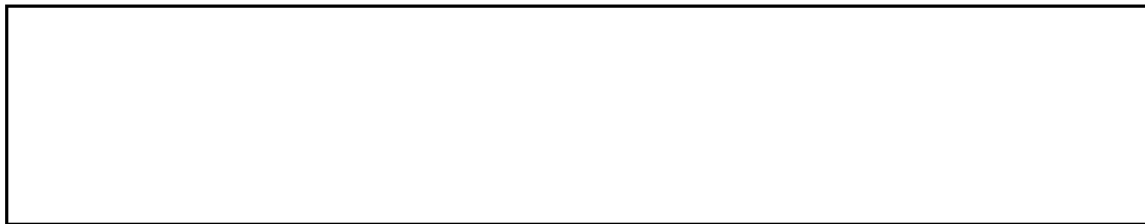
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being coded during processing. It was agreed that the change was justified in view of the low quantity and quality of [] coming in at this time, and that DD/P should signal the point when the matter ought to be reopened.

25X1

25X1



25X1

Secretary

Distribution:

- 1 - DPD-DD/P
- 1 - O-DD/I []
- 1 - IG Staff []
- 1 - RQM/FI []
- 1 - SPA-DD/s []
- 3 - D/CO
- 1 - AEO-DD/P
- 2 - OS (Mr. Bannerman)
- 2 - MGT/S
- 1 - Cable Secretary
- 1 - O-DD/C []
- 1 - OCI []
- 1 - ORR []
- 1 - OCR []
- 3 - OTR []

25X1

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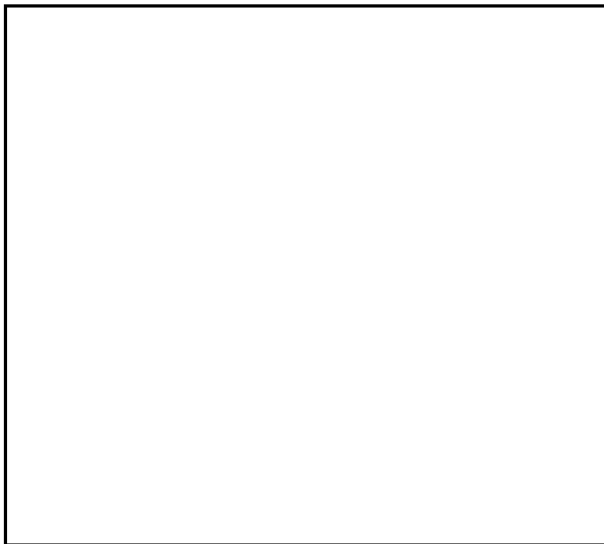
25 March 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of Planning Group Meeting
15 March 1960

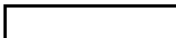
PRESENT

COMPONENT



O-DD/P
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OS
OTR

1. Supplementary Notes on Topics Discussed at Previous Meeting

 added the following to the papers on logging and coding prepared for the 1 March meeting of the Planning Group:

(a) The Central Reference Advisory Group (CRAG) has released a study, approved by the Office of Security, recommending that CIA Regulation 10-6 be revised so that OCR disseminated material classified below TOP SECRET need no longer be logged elsewhere within the Agency unless the material is registered, controlled by special security systems, or contains "restricted data."

(b) A working group of the USIB Committee on Documentation (CODIB) has just finished a revision of the Intelligence Subject Code and has reduced the number of entries from 15,000 to 5,000.

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2. Intelligence Watch Officer Group

25X1 (a) [] supplemented his IWOG paper by saying that the creation of the watch officer group makes it even more important now than before for DD/P to "educate" reports officers that their job is reporting, not analysis, and that speed is preferable to editorial polishing. More needs to be done also in "educating" the field in how to prepare reports initially.

(b) Mr. Reber expressed the hope that we can "look to the day when the field will prepare fully disseminable reports."

25X1 3. Present Status of [] System

25X1 (a) [] remarks on the preceding topic led into an extended discussion of the present status of the [] system. 25X1 It was noted that [] are now being originated from [] 25X1 []

25X1 (b) To date, the [], which comprise the great majority of all those received, have been of relatively low quality. Mr. Reber expressed concern over this latter point, saying that, while it was all right for the [] system to employ low grade material in "proving itself," we have now passed that point and will be judged from here on by our "product." He asked what the prospects are for increasing the quality of the [] reports. 25X1

25X1 (c) [] strongly supported the view that, unless the 25X1 quality of [] material improves, the reputation of the system will be seriously damaged.

25X1 (d) [] pointed out some of the special screening 25X1 problems [] []

25X1

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25X1 (i) [] stated that DD/P is now estimating its FY '62
25X1 budget requirements and will probably seek some indorsement or
opinion from the Group with respect to the equipment to be planned
then for the [] system.

4. Automation in FI/RQM

25X1 [] added to his paper merely the comment that
automation is still a "baby" in RQM but should prove to be extremely
helpful.

5. New Evaluation Form

25X1 (a) [] said that current regulations call for a "fair
25X1 cross section" of [] reports to be evaluated. RQM would like
to see this happen to about 30% of its reports (in categories
25X1 which [] enumerated) as against the present rate of 15%.

25X1 (b) [] offered the opinion that RQM's batting average
would improve if customers get a better idea of what happens to
their evaluations.

6. The Chairman indicated that the next meeting of the Group
should be held in about a month.

25X1 []
Secretary

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3 - OTR (Mr.

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